

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners
From: Gregory S. Shaffer, Human Resources Director
Via: Katherine Miller, County Manager
Date: January 9, 2019
Re: HR Monthly Report for January, 2019

This monthly report presents select Human Resources information and events for December, 2018, and January, 2019.

Training and Employee Development

During December, the Human Resources Division conducted 17 live training sessions, and employees attended 31 online training sessions. These training sessions were attended by 177 employees.

Employee Benefits and Wellness

Insurance premium changes. Beginning with the January 11, 2019, pay day, the following insurance premium changes went into effect:

1. Medical and vision insurance premiums increased, as follows:
 - a. 1% for both medical plans; and
 - b. almost 4% for vision.
2. The employee-employer share of medical, dental, and vision premiums were changed for employees earning over \$50,000, as follows:
 - a. Employees earning \$50,001 to \$70,000 will pay 30% of such premiums and the County will pay 70%; and
 - b. Employees earning \$70,001 and over will pay 35% of such premiums and the County will pay 65%.
3. Higher employee contribution rates went into effect for employees who received a pay increase during calendar year 2018 that put them in a higher insurance tier.

Commit to be Fit. The Manager's Commit to be Fit Fitness Finale was held during the month of December. Fourteen teams, comprised of 82 employees, participated in the challenge. During the challenge, teams worked on building healthy habits in three areas: exercise, eating right, and community service. Each week, teams logged their exercise, nutrition, and bonus points.

All participants received an exercise kit and t-shirts. Members of the top three teams received administrative leave.

The top three teams were Gabe's Angels with 2008 points (3rd place), the River Rats with 2320 points (2nd place), and Wishful Thinning with 2479 points (1st Place).

Recruitment and Promotions

Recruitment. In December, testing was conducted for multiple positions.

RECC. Six (6) applicants participated in Emergency Communication Specialist Trainee testing; three (3) passed; and one (1) was selected to move forward in the hiring process.

Adult Detention Facility. Nine (9) applicants participated in Detention Officer testing; seven (7) passed; and seven (7) were selected to move forward in the hiring process. Ten (10) applicants participated in Sergeant testing; eight (8) passed and were interviewed; and one (1) was selected to move forward in the hiring process.

Fire Department. Fourteen (14) applicants participated in the written exam for Fire Lieutenant (Acting in Capacity); nine (9) passed the written exam and took the Practical Skills exam; and seven (7) passed the Practical Skills exam and have moved forward in the selection process.

Promotions. In December, the County had 5 promotions.

Sheriff's Office. Two (2) employees advanced to a higher position:

- Alexandria Hancock began working for Santa Fe County on November 25, 2017, and progressed from a Sheriff Deputy Cadet to a Sheriff Deputy I.
- Jonathan Soriano began working for Santa Fe County on November 25, 2017, and progressed from a Sheriff Deputy Cadet to a Sheriff Deputy I.

Public Works Department. Two (2) employees advanced to a higher position:

- Kenny Rodriguez began working for Santa Fe County on May 29, 2012, and progressed from a Heavy Equipment Operator to a Heavy Equipment Operator Lead.
- Donald Pound began working for Santa Fe County on June 9, 2014, and progressed from a Heavy Equipment Operator Lead to a Road Maintenance Foreman.

Growth Management Department. One (1) employee advanced to a higher position:

- Jessica Gonzales began working for Santa Fe County on June 22, 2017, and progressed from a Recording Clerk to an Administrative Assistant.

We congratulate these promoted employees and thank them for their hard work.

Human Resource and Labor Statistics

In December, the County had 905 full time employees, 4 part time employees, 10 temporary employees, and 10 elected officials. 572 or 62.93% of County employees are members of a bargaining unit represented by a union.

Statistics for each Elected Office, Department, and bargaining unit is set forth in the attached documents entitled, "Human Resources Statistics Report December 2018" and "Labor Statistics for December 2018".

Human Resources Statistics Report

December 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
County Manager's Office	01-COUNTY MANAGER ADMINIS.	6		6			1	7
	02-COMMISSION	5		5	5			5
	12-MAIL ROOM	1		1				1
	15-HUMAN RESOURCES	12	1	11		1	1	13
	21-FINANCE	24		24			2	26
	24-PURCHASING	8		8			1	9
	22-PUBLIC INFORMATION OFFICE						1	1
	23-SANTA FE FILM OFFICE	2		2				2
	25-INFORMATION TECHNOLOGY	18		18			3	21
CMO Total		76	1	75	5	1	9	85
Legal Office	01-LEGAL ADMINISTRATION	10		10				10
	02-RISK MANAGEMENT	5		5				5
Legal Office Total		15	0	15	0	0	0	15
Community Services Department	04-DWI LOCAL	8		8				8
	09-DWI TEEN COURT	1		1				1
	20-INDIGENT HOSPITAL FUND	1		1			2	3
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN	2	1	1			3	5
	78-TEEN COURT JUVENILE ADJUD	1		1				1
	89-SENIOR PROGRAMS - ADMIN.	15		15			1	16
	90-SR SVCS-CONGREGATE MEALS	6		6			1	7
	92-SR SVCS - HOME DELIVERED	8		8		1		8
	93-SR SVCS - TRANSPORTATION	2		2				2
	94-DWI COMPLIANCE EXPAN.-TSB	1		1				1
	95-BEHAVIORAL HEALTH	1		1				1
	01-ADMINISTRATION	3		3			1	4
	01-POJOAQUE SATELLITE OFFICE					1		
	02-EDGEWOOD SATELLITE OFFICE					1		
CSD Total		52	1	51	0	3	8	60
Growth Management Department	01-LAND USE ADMINISTRATION	5		5				5
	02-PLANNING	10		10				10
	14-GIS	9		9				9
	16-BUILDING & DEVELOPMENT	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		40	0	40	0	0	0	40
Housing Department	30-ADMINISTRATION	11		11			2	13
	49-HOUSING SECTION 8 VOUCHER	1		1			1	2
	51-FSS GRANT	1		1				1
	52-ROSS GRANT	1		1				1
	86-HOUSING CFP - 2016	1		1				1
Housing Department Total		15	0	15	0	0	3	18
Public Safety Department	01-FIRE ADMINISTRATION	33		33			2	35
	11-FIRE REGIONS	94		94		1		94
	15-WILDLAND PROGRAM	3		3			6	9
	85-2018 YCC Grant					4		
	01-CORRECTIONS ADMINISTRATION	5		5			1	6
	60-ADULT FACILITY	126		126			31	157
	62-MAINTENANCE DIVISION	6		6			1	7

Human Resources Statistics Report

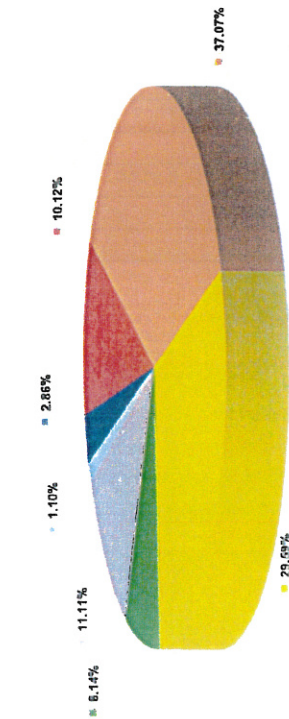
December 2018

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	63-MEDICAL SERVICES	22		22			11	33
	65-ELECTRONIC MONITORING	7		7				7
	70-YOUTH DEVELOPMENT FAC.	25		25			4	29
	01-RECC	38		38			13	51
PSD Total		359	0	359	0	5	69	428
Public Works Department	01-PUBLIC WORKS ADMIN.	11		11			2	13
	02-FLEET SERVICE	10		10				10
	03-TRAFFIC ENGINEERING	7		7				7
	05-SOLID WASTE	20	1	19			2	22
	11-ROAD MAINTENANCE	37		37			3	40
	02-PROPERTY CONTROL	12		12			2	14
	03-BUILDING SERVICES	18	1	17				18
	18-PROJECT DEVELOPMENT DIV	11		11				11
	26-OPEN SPACE	9		9				9
	10-WATER	18		18			1	19
	15-AAMODT	2		2				2
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
PWD total		159	2	157	0	0	10	169
County Clerk's Office	01-REPORTING & RECORDING	11		11	1		6	17
	02-BUREAU OF ELECTIONS	10		10			3	13
County Clerk's Office Total		21	0	21	1	0	9	30
County Treasurer's Office	01-COUNTY TREASURER ADMIN.	11		11	1		3	14
County Treasurer's Office Total		11	0	11	1	0	3	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	26		26	1		3	29
	11-PROPERTY VALUATION	11		11		1	2	13
County Assessor's Office Total		37	0	37	1	1	5	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	122		122	1		8	130
	08-REG III HIDTA GRANT PY	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
Sheriff's Office Total		124	0	124	1	0	8	132
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		909	4	905	10	10	124	1033

LABOR STATISTICS FOR DECEMBER 2018

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	269	AFSCME Employees	29.59%	AFSCME Employees	29	AFSCME Employees	11%
NMCPSO (Sheriff) Employees	74	NMCPSO (Sheriff) Employees	8.14%	NMCPSO (Sheriff) Employees	50	NMCPSO (Sheriff) Employees	69%
AFSCME (Corrections) Employees	101	AFSCME (Corrections) Employees	11.11%	AFSCME (Corrections) Employees	57	AFSCME (Corrections) Employees	56%
AFSCME (Medical) Employees	10	AFSCME (Medical) Employees	1.10%	AFSCME (Medical) Employees	4	AFSCME (Medical) Employees	40%
NMCPSO (RECC) Employees	25	NMCPSO (RECC) Employees	2.86%	NMCPSO (RECC) Employees	16	NMCPSO (RECC) Employees	62%
IAFF (Fire) Employees	92	IAFF (Fire) Employees	10.12%	IAFF (Fire) Employees	87	IAFF (Fire) Employees	95%
Total Number of Union Employees	572	Total Percentage of Union Employees	62.93%	Total Number of Employees Paying Dues	243		
Non-Union Employees	337	Non-Union Employees	37.07%				
Total Number of Employees	909						

Number of Employees



Number Paying Dues Members

